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# Microsoft® Office 2019

for  
**dummies**®  
A Wiley Brand



Get up to speed with the  
new features in Office 2019

Crunch numbers, create  
charts, and build spreadsheets

Customize your email  
and calendar

**Wallace Wang**

Bestselling author of all previous  
editions of *Office For Dummies*





# Office 2019

**by Wallace Wang**

**for**  
**dummies**<sup>®</sup>  
A Wiley Brand

## Office 2019 For Dummies®

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# Introduction

**W**elcome to the most popular office productivity software in the world. If you're already familiar with Microsoft Office 2007/2010/2013/2016, you'll find that the new Microsoft Office 2019 is familiar enough to use right away with minimal training. If you've been using a much older version of Office (such as Office 2003 or earlier), you'll find Office 2019 to be a radical leap forward in both features and its user interface.

Like most software, the challenge is figuring out where to find the commands you need and understanding how to use them in the correct order to do something useful. Although this book won't turn you into a Microsoft Office 2019 expert overnight, it will give you just enough information so you can feel confident using Office 2019 to do something quickly and easily, without tearing your hair out and losing your mind in the process.

In this book, you find out how to master the Ribbon user interface and discover the dozens of new features that Microsoft added to your favorite program, including its new drawing feature, which lets you add text, arrows, lines, and scribbles directly to an Office 2019 document, such as an Excel spreadsheet or a PowerPoint slide. More importantly, you find a host of shortcuts and tips to help you work faster and more efficiently than ever before. Whether you rely on Word, Excel, PowerPoint, Access, or Outlook, you're sure to glean something new from this book to help you master Office 2019 on your own computer.

## Who Should Buy This Book

This book is targeted toward three kinds of people:

- » You're familiar with recent versions of Microsoft Office (such as 2007, 2010, 2013, or 2016), and you want to catch up with the new features of Office 2019.

*Office 2019 For Dummies* is a handy reference for finding out how to use the latest features and changes.

- » You're upgrading from an older version of Microsoft Office, such as Office 2003 or Office XP.

*Office 2019 For Dummies* is a gentle guide to help you make a less-painful transition from traditional pull-down menus to the Ribbon user interface.

You've rarely (if ever) used any version of Microsoft Office.

*Office 2019 For Dummies* can serve as a guide through the following tasks:

- Word processing (Microsoft Word)
- Number calculations (Microsoft Excel)
- Presentations (Microsoft PowerPoint)
- Database management (Microsoft Access)
- Managing your time, appointments, and email (Microsoft Outlook).

No matter how much (or how little) you already know about Microsoft Office, this book can show you how to use the most common and most useful features of Office 2019 so you can start being productive right away.

Although you can just flip through this book to find the features you need, browse through Part 1 for a quick refresher (or introduction) to the Ribbon, the Office 2019 user interface. After you understand the basics of using this new Ribbon user interface, you'll be able to master any Office 2019 program in no time.

To get the most from this book, you need to understand the following conventions:

- » The *mouse pointer* usually appears as an arrow and serves multiple purposes. First, you use the mouse pointer to select data (text, numbers, email messages, and so on) to change. Second, you use the mouse pointer to tell Office 2019 which commands you want to use to change the data you selected. Finally, the appearance of the mouse pointer can reveal the options available to you at that moment. (Although it's called a mouse pointer, you can move and control it using either a mouse or a track pad.)
- » *Clicking* means moving the mouse pointer over something on the screen (such as a menu command or a button), pressing the left mouse button once, and then letting go. Clicking tells the computer, "See what I'm pointing at? That's what I want to choose right now."
- » *Double-clicking* means pointing at something with the mouse pointer and clicking the left mouse button twice in rapid succession.

- » *Dragging* means holding down the left mouse button while moving the mouse. Dragging typically moves something from one onscreen location to another, such as moving a word from the top of a paragraph to the bottom.
- » *Right-clicking* means moving the mouse pointer over something and clicking the right mouse button once. Right-clicking typically displays a shortcut menu of additional options.

In addition to understanding these terms to describe different mouse actions, you also need to understand different keystroke conventions. When you see an instruction such as Ctrl+P, that means to hold down the Ctrl key, press the P key, and then let go of both the Ctrl and P keys at the same time.

Finally, most computer mice offer a scroll wheel that you can roll up or down or press. The scroll wheel scrolls windows up or down, whether you're using Office 2019 or nearly any other type of program as well. In Office 2019, the scroll wheel doesn't serve a unique purpose, but it can be a handy tool for rapidly scrolling through windows in any Office 2019 program.

## Icons Used in This Book

Icons put the spotlight on important or useful information.



TIP

This icon highlights information that can save you time or make it easier for you to do something.



REMEMBER

This icon emphasizes information that can be helpful, although not crucial, when using Office 2019.



WARNING

Watch out! This icon highlights something that can hurt or wipe out important data. Read this information before making a mistake that you may not be able to recover from.



TECHNICAL  
STUFF

This icon indicates interesting technical information that you can safely ignore but may answer some questions about why Office 2019 works a certain way.

# Beyond the Book

You'll find extra resources at [www.dummies.com](http://www.dummies.com):

- » **A handy cheat sheet:** To get this cheat sheet, simply go to [www.dummies.com](http://www.dummies.com) and type *Office 2019 For Dummies cheat sheet* in the Search box.
- » **Online articles that deliver more information:** Visit [www.dummies.com/extras/office2019](http://www.dummies.com/extras/office2019).
- » **More comprehensive instructions in specific Office 2019 programs:** Visit [www.dummies.com](http://www.dummies.com) to see books providing more detailed information about using individual Office 2019 programs such as Excel or Access.

## Getting Started

Here's your first tip. Any time you do something in Office 2019, you can undo or take back your last command by pressing Ctrl+Z. (Just hold down the Ctrl key, press the Z key, and release both keys at the same time.) By using the all-powerful Undo command, you should have a surging sense of invulnerability when using Office 2019, knowing that at any time you make a mistake, you can turn back time by pressing Ctrl+Z to undo your last command.



If you get nothing else from this book, always remember that the Ctrl+Z command can save you from making simple or career-threatening mistakes using a computer. See? Office 2019 is going to be easier than you think.

# 1

## **Getting Started with Office 2019**

#### **IN THIS PART . . .**

Starting an Office 2019 program

Using the pop-up toolbar

Modifying pictures and drawing lines

Drawing on Office 2019 documents

Opening and browsing the Help window

- » Starting an Office 2019 program
- » Learning the Ribbon
- » Customizing an Office 2019 program
- » Exiting from Office 2019

## Chapter **1**

# Introducing Microsoft Office 2019

**M**icrosoft Office 2019 consists of five core programs: Word, Excel, PowerPoint, Access, and Outlook, and each program specializes in manipulating different data. Word manipulates text; Excel manipulates numbers; PowerPoint manipulates text and pictures to create a slide show; Access manipulates organized, repetitive data such as inventories; and Outlook manipulates personal information such as email addresses and phone numbers.

Although each Office 2019 program stores and manipulates different types of data, they all work in similar ways. First, you have to enter data into an Office 2019 program by typing on the keyboard or loading data from an existing file. Second, you have to tell Office 2019 how to manipulate your data, such as underlining, sorting, arranging, or deleting it. Third, you have to save your data as a file.

To help you understand this three-step process of entering, manipulating, and saving data, all Office 2019 programs offer similar commands so you can quickly jump from Word to PowerPoint to Access to Excel. Even better, Office 2019 organizes commands in tabs to make finding the command you need faster and easier than ever before.



TIP

If you're already familiar with computers and previous editions of Microsoft Office, you may want to browse through this chapter just to get acquainted with the appearance and organization of Office 2019. If you've never used a computer before or just don't feel comfortable using Microsoft Office, read this chapter first.

## Starting an Office 2019 Program

You can start a Microsoft Office 2019 program in several ways. The most straightforward way is to use the Windows 10 Start menu. A second option is to open the File Explorer program and then double-click any file created by Office 2019. Doing so will open both the file and the Office 2019 program that created that file, such as Word or Excel.



TECHNICAL  
STUFF

If you're using an older version of Windows (such as Windows 8.1 or Windows 7), you can't install, let alone run and use, Microsoft Office 2019.



TIP

To make starting Office 2019 easier, load your favorite Office 2019 program, such as Word or Excel. When you see its program icon on the Windows taskbar at the bottom of the screen, right-click that icon and choose Pin to Taskbar from the pop-up menu. The program icon will remain on the taskbar, so you can start the program with one click.

To start Office 2019 using the Windows 10 Start menu, follow these steps:

1. **Click the Start button on the Windows taskbar (or press the Windows key on the keyboard).**

A pop-up menu appears displaying a list of installed programs and tiles.

2. **Scroll down the list of installed programs.**



REMEMBER

Look for the name of the program, such as *Access* or *Word*, and not the complete name, such as *Microsoft Access* or *Microsoft Word*. Unlike earlier versions of Microsoft Office, individual programs are no longer grouped in a Microsoft Office folder.

3. **Click the Office 2019 program you want to run, such as Word or Outlook.**

Your chosen program appears on the screen. At this point, you can open an existing file or create a new file.



To start Office 2019 File Explorer, follow these steps:

**1. Click the File Explorer icon on the Windows taskbar.**

The File Explorer window appears.

**2. Double-click any Office 2019 file.**

Each file listed in the File Explorer program displays the icon of the program that created that file. So if you want to open a PowerPoint file, look for the file that displays the PowerPoint icon.



REMEMBER

## Introducing the Microsoft Office Ribbon

The basic idea behind the Ribbon interface in Microsoft Office is to store groups of related and commonly used commands (or their icons) under separate tabs.

Although each Office 2019 program displays different tabs, the four most common ones are the File tab, the Home tab, the Insert tab, and the Draw tab.

The File tab lets you open, save, and print your files. In addition, the File tab also lets you close a document or customize an Office 2019 program through the Options command, as shown in Figure 1-1.

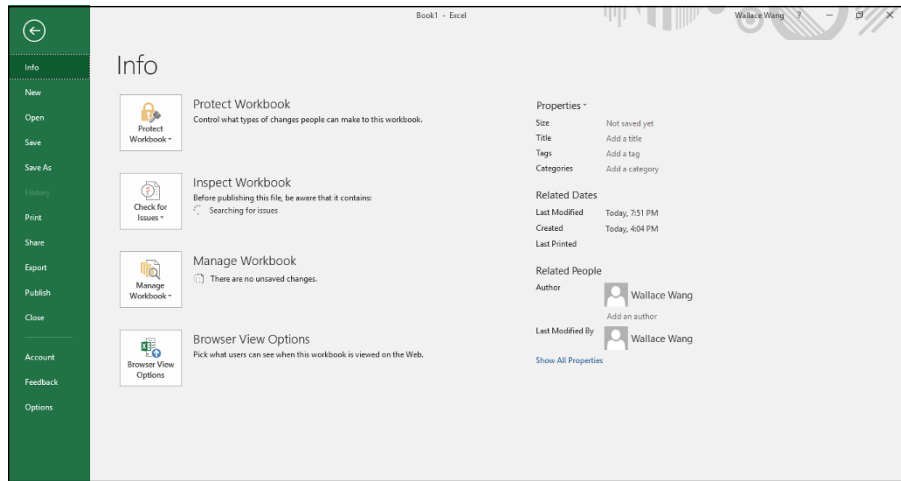
The Home tab displays icons that represent the most common commands for that particular Office 2019 program, such as formatting commands as shown in Figure 1-2.

The Insert tab displays icons that represent common commands for adding items such as pictures and tables to a file, as shown in Figure 1-3.

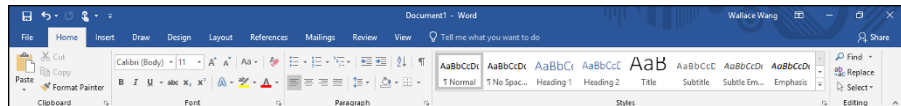
## CHANGING TO THE RIBBON

In older Windows programs, such as Microsoft Office 2003, the program displays pull-down menus at the top of the screen. To find a command, you have to click a pull-down menu, and then search for a command buried in the menu. This makes finding commands tedious and confusing. That's why newer versions of Microsoft Office have the Ribbon interface.

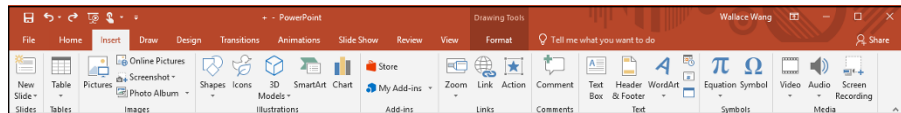
**FIGURE 1-1:**  
The types of  
commands  
available through  
the File tab.



**FIGURE 1-2:**  
The Home tab  
displays common  
formatting  
commands.

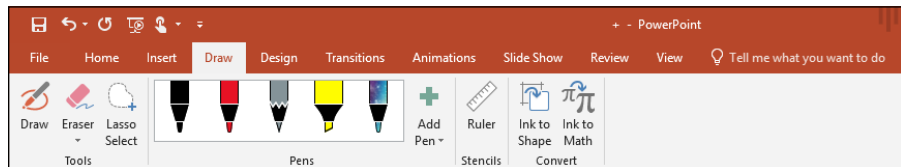


**FIGURE 1-3:**  
The Insert tab  
displays common  
commands for  
adding items  
to a file.



The Draw tab displays icons that represent common commands for drawing lines in colors, as shown in Figure 1-4.

**FIGURE 1-4:**  
The Draw tab  
displays common  
commands  
for drawing lines  
in a file.



In addition to the File, Home, Insert, and Draw tabs, every Office 2019 program also includes tabs that contain commands specific to that particular program. For example, Excel contains a Formulas tab that contains commands for creating a formula in a spreadsheet and PowerPoint contains a Transitions tab for adding transitions to your presentation slide shows.



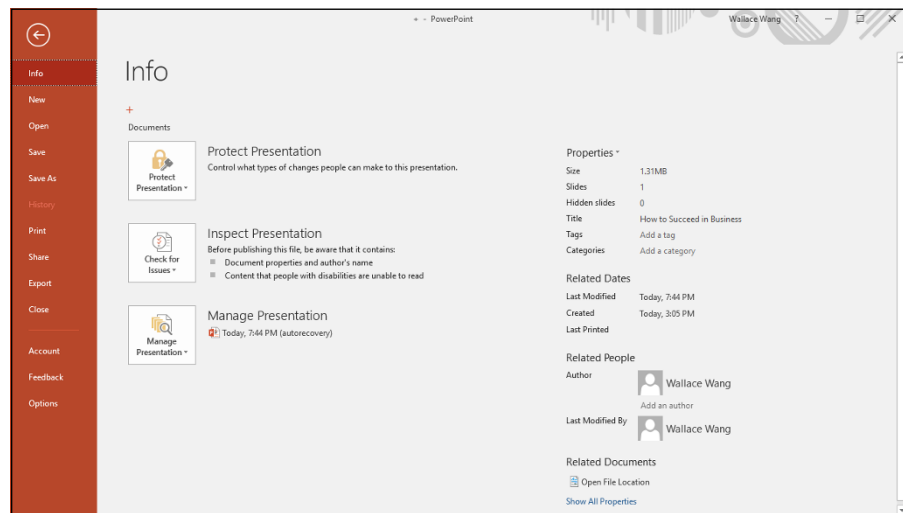
REMEMBER

Some tabs appear only when you click a certain item, such as a table, a picture, or a text box. These tabs provide specific commands for manipulating the currently selected item (such as letting you modify a picture). The moment you select a different item, the tab disappears.

## Using the File Tab

Some of the various commands available on the File tab follow:

- » **Info:** Protects your file from changes, inspects a file for compatibility issues with older programs, and manages different versions of your file. The Info command also lets you view the details of your file, such as the file's size and the date you created it, as shown in Figure 1-5.



**FIGURE 1-5:**  
Use the Info  
command on the  
File tab to protect  
or inspect a file.

- » **New:** Creates a file.
- » **Open:** Loads an existing file.
- » **Save:** Saves your file. If you haven't named your file yet, the Save command is equivalent to the Save As command.
- » **Save As:** Saves the current file under a new name, or in a different location such as a different folder, or computer, or both.



REMEMBER

- » **Print:** Prints the current file.
- » **Share:** Sends a file as an email attachment or posts it online.
- » **Export:** Saves the current file in a different file format.
- » **Close:** Closes an open file but keeps the Office 2019 program running.
- » **Account:** Displays information about your OneDrive account.

OneDrive is Microsoft's cloud computing service that lets you store files online so you can access them from other devices, such as a smartphone, a tablet, or another computer.

- » **Options:** Displays various options for customizing the way each Office 2019 program behaves.



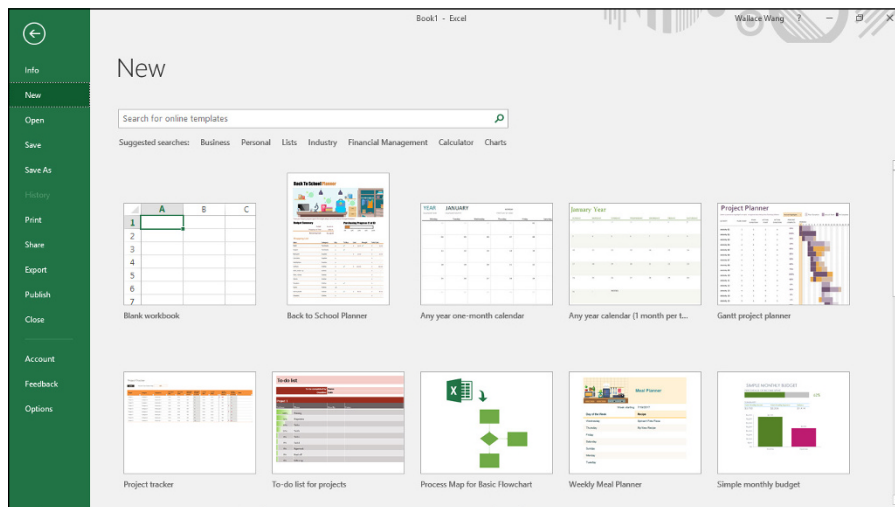
REMEMBER

In Word, a file is called a *document*. In Excel, a file is called a *workbook*. In PowerPoint, a file is called a *presentation*. In Access, a file is called a *database*.

## Creating a file

Each time you create a file, you have the option of choosing different types of templates that are already formatted and designed for specific purposes, such as a calendar, newsletter, sales report, or corporate slideshow presentation, as shown in Figure 1-6.

**FIGURE 1-6:**  
The New  
command  
displays a variety  
of files you can  
create.



To create a file, follow these steps:

1. **Click the File tab.**
2. **Click New.**

A list of templates appears (refer to Figure 1-6).

3. **Double-click the template you want to use.**

Office 2019 creates a file based on your chosen template. Some templates must be downloaded from Microsoft's website, requiring access to the Internet.



TIP

Pressing Ctrl+N is a keystroke shortcut for creating a file.

## Opening an existing file

When you load an Office 2019 program, you may want to edit a file that you created and modified earlier. To open an existing file, you need to tell Office 2019 the location and name of the file you want to open.

The five options for finding an existing file are as follows:

- » **Recent Documents/Workbooks/Presentations:** Displays a list of files you recently opened.
- » **OneDrive:** Displays a list of files stored on your OneDrive account. (You need Internet access to open and retrieve a file stored on OneDrive.)
- » **This PC:** Lets you browse through the folders stored on your computer to find a file.
- » **Add a place:** Lets you define a new location for storing files in the cloud such as in your OneDrive account.
- » **Browse:** Lets you search through all the folders and directories on any storage device connected to your computer.

To open a file, follow these steps:

1. **Click the File tab.**
2. **Click Open.**

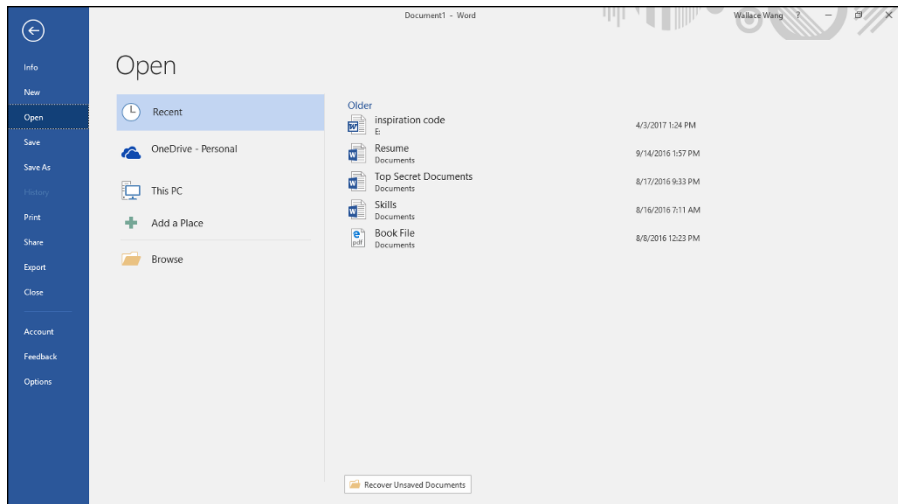
An Open pane appears, as shown in Figure 1-7.

Pressing Ctrl+O is a keystroke shortcut for displaying the Open pane.



TIP

**FIGURE 1-7:**  
Use the Open  
pane to change  
drives and folders  
to find a file.



3. Choose an option such as **Recent** or **This PC**.
4. If necessary, click the **Browse** button to access a different folder.
5. Click the file you want to open.

Your chosen file appears.



**REMEMBER**

If you delete or move a file, Office 2019 may still list that filename under the Recent category. To remove a filename that no longer exists in the Recent category, right-click the filename. When the pop-up menu appears, choose **Remove from List**.

## Saving a file

Saving a file stores all your data on a hard drive or other storage device (such as a USB flash drive). You can also save a file to a OneDrive account so you can access that file anywhere you have Internet access. The first time you save a file, you need to specify three items:

- » The location where you want to store your file
- » The name of your file
- » The format in which to save your file